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| **South Ayrshire Council**  **Change of Tenancy Form** | http://ww20.south-ayrshire.gov.uk/newCouncilLogo/SACNewLogoOutlineBlack.jpg |

**How your personal information will be used**

It is our responsibility to keep your information safe. We will only collect the minimum amount of personal information we need to process your application and we may verify the information you provide with information we currently hold on file. We may get information from third parties, or give information to them to check the accuracy of information, and we may share the information you have provided with relevant bodies to manage public funds, or prevent and detect fraud, as permitted by law. To find out what to expect when the Council collects your personal information, please visit our website - <https://www.south-ayrshire.gov.uk/personal-information/>

This form needs to be completed and returned as soon as possible by e-mail to: [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk). (a scanned copy is acceptable)

**PLEASE PROVIDE A SIGNED COPY OF THE LEASE TO CONFIRM THE TENANCY (RELEVANT PAGES)**

**The declaration at paragraph 7 must be signed and dated**.

Please complete the following questions:

**1.** **Property Address:**

**2.** **Property Description:**

**3. Rates Reference Number (If known):**

**4.** **New Tenant/Occupier:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Telephone Number:** |  |
| **Alternate Contact Address:** |  |
| **Date Tenancy/Occupation commenced:** |  |
| **Is the property unoccupied:** |  |

**5.** **Former Tenant/Occupier:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Telephone Number:** |  |
| **Alternate Contact Address:** |  |
| **Date Tenancy/Occupation terminated:** |  |

**YES/NO**

**6.** **Was the property unoccupied between**

**tenancies (if so please provide dates)**

**7.** **I/We understand that the information supplied is to the best of my knowledge and belief accurate, and that I/We understand that to deliberately provide false information for monetary advantage is a criminal offence.**

**Name:**

**Position in Business:**

**E-mail address:**

**Telephone number:**

**Signature:** **Date:**